

# Volunteer Training





U.S. DEPARTMENT OF ENERGY  
**SOLAR DECATHLON**

*Time to shine.*

# Welcome Solar Decathlon Volunteers!





# What Is the U.S. Department of Energy Solar Decathlon?

The U.S. Department of Energy Solar Decathlon challenges 19 collegiate teams to design, build, and operate solar-powered houses that are cost-effective, energy-efficient, and attractive. The winner of the competition is the team that best blends affordability, consumer appeal, and design excellence with optimal energy production and maximum efficiency.





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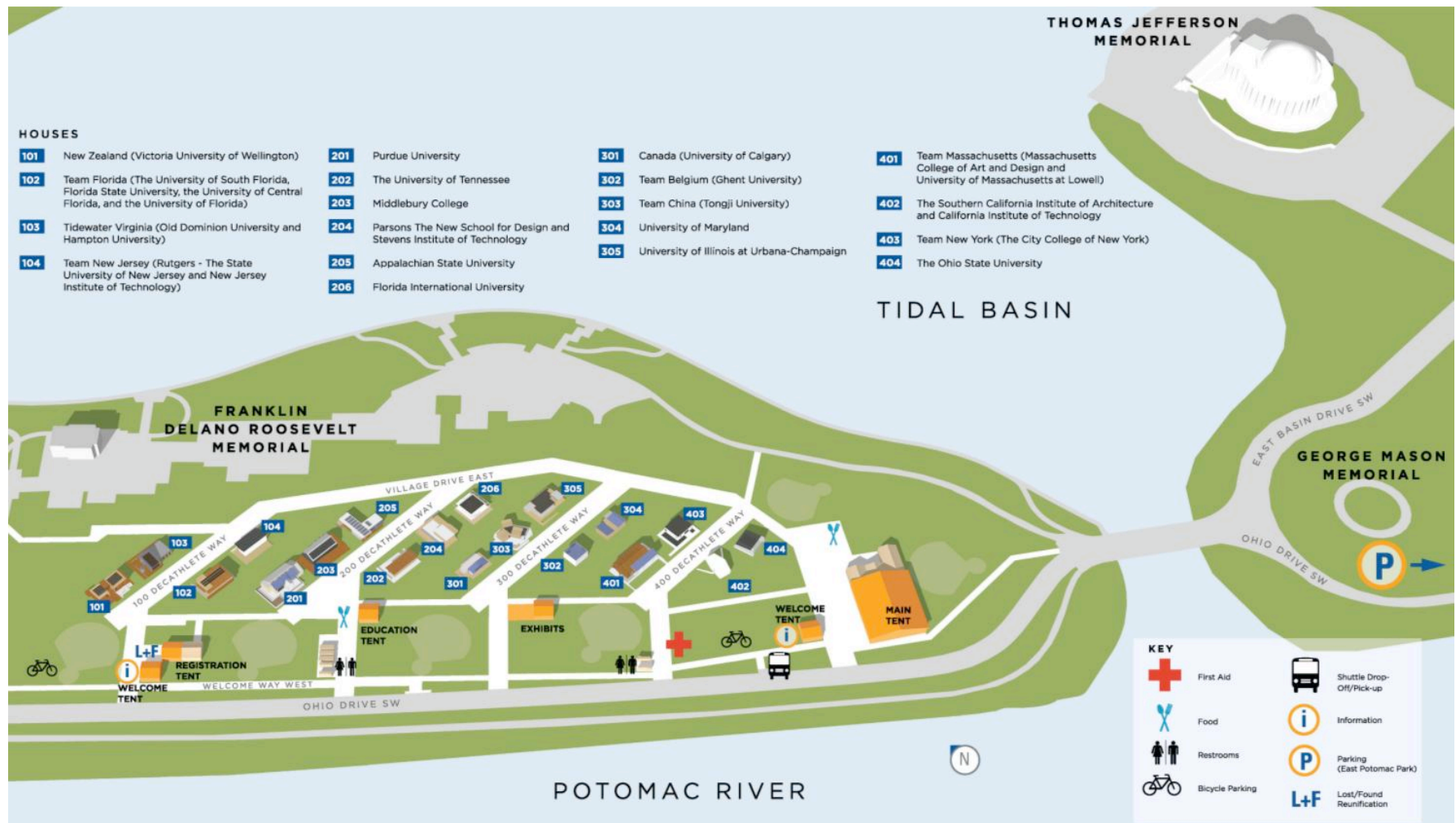
*Time to shine.*

## **Where Will Solar Decathlon 2011 Take Place?**

The U.S. Department of Energy Solar Decathlon 2011 will be held at the National Mall's West Potomac Park in Washington, D.C., near the Franklin Delano Roosevelt Memorial and Martin Luther King Jr. National Memorial. Open to the public free of charge from September 23 through October 2, 2011, the Solar Decathlon enables visitors to tour the houses, gather ideas to use in their own homes.



# Map of the Solar Village





# Solar Decathlon 2011 Schedule

## Solar Decathlon 2011 Schedule

- Assembly begins  
Tuesday, Sept. 13
- Opening Ceremony  
kicks off the event  
Thursday, Sept. 22
- Houses open to the  
public Friday, Sept.  
23–Sunday, Oct. 2
- Disassembly begins  
Thursday, Oct. 6



## History

The first Solar Decathlon was held in 2002. The competition has since occurred biennially in 2005, 2007, and 2009.

2011 marks the fifth Solar Decathlon and the first to take place at the National Mall's West Potomac Park.

Executive Director, Richard King, from DOE developed the idea of the Solar Decathlon and developed it to what it is today.





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## What are the goals of the Solar Decathlon?

The Solar Decathlon:

- Educates students and the public about the money-saving opportunities and environmental benefits presented by clean-energy products and design solutions
- Demonstrates to the public the comfort and affordability of homes that combine energy-efficient construction and appliances with renewable-energy systems available today
- Provides participating students with unique training that prepares them to enter our nation's clean-energy workforce





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## Solar Decathlon 2011 Teams

- Appalachian State University
- Florida International University
- Middlebury College
- New Zealand (Victoria University of Wellington)
- The Ohio State University
- Parsons NS Stevens (Parsons The New School for Design and Stevens Institute of Technology)
- Purdue University
- SCI-Arc/Caltech (The Southern California Institute of Architecture and California Institute of Technology)
- Team Belgium (Ghent University)
- Canada (University of Calgary)
- Team China (Tongji University)
- Team Florida (The University of South Florida, Florida State University, the University of Central Florida, and the University of Florida)
- Team Massachusetts (Massachusetts College of Art and Design and University of Massachusetts at Lowell)
- Team New Jersey (Rutgers – The State University of New Jersey and New Jersey Institute of Technology)
- Team New York (The City College of New York)
- Tidewater Virginia (Old Dominion University and Hampton University)
- University of Illinois at Urbana-Champaign
- University of Maryland
- The University of Tennessee



## The Competition

The U.S. Department of Energy Solar Decathlon challenges collegiate teams to design and build energy-efficient houses powered by the sun. These teams spend almost two years creating houses to compete in 10 contests. The 10 contests for Solar Decathlon 2011 are:

- Architecture
- Market Appeal
- Engineering
- Communications
- Affordability
- Comfort Zone
- Hot Water
- Appliances
- Home Entertainment
- Energy Balance





## The Competition

Each contest is worth 100 points, making 1,000 total points possible. The team with the most points at the end of the competition wins. The winning team produces a house that:

- Balances energy production and consumption
- Is cost-effective, attractive, and easy to live in
- Maintains comfortable indoor living conditions
- Supplies energy to household appliances for cooking, cleaning and entertainment
- Provides adequate hot water.







# Calendar

U.S. Department of Energy Solar Decathlon 2011: Sept. 6 – Oct. 10					Public Exhibit: Sept. 23 – Oct. 2	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 11	12	13	14	15	16	17
Organizer Assembly (from Sept. 6)			Collegiate Team & Organizer Assembly			
		5:00 PM - 7:00 PM All-Team Meeting at DOE HQ Cafeteria*				
18	19	20	21	22	23	24
			8:00 AM - 12:00 PM Rest Day	6:00 AM - 11:00 AM Satellite Media Tour	Public Exhibit	
Collegiate Team & Organizer Assembly			12:30 PM - 2:30 PM Media Preview	10:00 AM - 11:00 AM Opening Ceremony		
			6:30 PM - 9:00 PM Opening Reception at National Building Museum*	11:00 AM - 3:00 PM VIP Tours	Contests	
				12:00 PM - 2:00 PM Congressional Staff Reception*		
25	26	27	28	29	30	October 1
Public Exhibit: Weekends 10:00 AM – 5:30 PM, Weekdays 10:00 AM – 2:00 PM						
	K-12 School Days	2:30 PM - 3:00 PM Affordability Results	2:30 PM - 4:30 PM Architecture Results at Capitol Visitor Center*	2:30 PM - 3:00 PM Engineering Results	2:30 PM - 3:00 PM Communications Results	2:30 PM - 3:00 PM Final Awards Ceremony Incl. Market Appeal Results
Contests						6:00 PM - 8:00 PM Victory Reception*
2	3	4	5	6	7	8
Public Exhibit	Collegiate Team & Organizer Disassembly				Organizer Disassembly (thru Oct. 10)	

\* Special event requires ticket or invitation to attend

Events in bold are open to the public

Revised 6July11



# Solar Decathlon Champions

2007 and 2009 - Technische Universität Darmstadt

2002 and 2005 - University of Colorado



In 2009, the Solar Decathlon provided 307,502 house visits to the public over 10 days. This is why we need volunteers like you!







## What do volunteers do?

### Roles

- Greeters
- Docents
- Runners
- Gift Bag Stuffers
- Meal Assistants
- Open House Tour Volunteers
- Solar Education Days Mentors
- Special Event Volunteers  
(Opening Reception, Opening Ceremony, Awards Ceremony, Victory Reception)
- Solar Experts
- Site Operations Volunteers





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## Checking in for your Shift

- Check in at the volunteer desk, located in the Registration Tent at the north end of the solar village. Follow the “Participant Registration” signs. Upon arrival, turn in your forms, and collect your badge and t-shirt. Put on sun block and fill your water bottle.
- Before arriving at your first shift, you must print out and complete the emergency medical release, waiver of liability and, if you are under the age of 18, parental consent forms. Additionally, you **MUST** upload a photograph (head shot) to your registration profile.
- Upon arrival, you will be given a refresher orientation and an update of pertinent daily information.
- You will then be placed appropriately to perform your duties.
- You will receive a telephone reminder and email the day before your shift.
- Always return to the volunteer desk at the end of your shift to return your badge and umbrella and to check out.



## You are the face of the Solar Decathlon!

As an ambassador of the Solar Decathlon, be warm, friendly and helpful. If an issue arises beyond your volunteer role, or a visitor becomes difficult, approach a Visitor Liaison for assistance. If no Visitor Liaison is available, call the volunteer department.

- Refrain from making negative comments about the event, sponsors (or their products), student teams, houses, staff and volunteers.
- However, positive words can be expressed at anytime!





## Attire



- Volunteers must wear Solar Decathlon volunteer badge and either a Solar Decathlon volunteer shirt or a Solar Decathlon sponsor-branded shirt at all times while on duty
- Solar Decathlon ball caps will be provided. Since ball caps do not provide comprehensive shading to one's face or ears, alternative sun hats are permitted but not supplied
- Wear clean, casual clothes and sensible shoes
- Refrain from using perfumes or colognes



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## Cancellation Policy

You can change your schedule on the Web-based “Shiftboard” up to 24 hours before your start time.

Less than 24 hours before shift start time you must call or e-mail the volunteer department.

Web: <http://www.solardecathlon.gov/volunteers.html>

Phone: 202-286-1700

Email: [solarvolunteers@linderassociates.com](mailto:solarvolunteers@linderassociates.com)



## Meals

- Organizers do not provide meals to volunteers working one shift
- You will be provided a meal if you are working a double shift if it coincides with a day when a sponsored meal is provided
- You are welcome to bring meals, but we cannot guarantee a place to store or refrigerate your items. If an exception is required, please contact us.
- National Park Service food vendors are available Sept. 22 – Oct. 2, should you wish to purchase a meal or snack





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## Personal Possessions

- Avoid bringing bags, large backpacks, and personal possessions
- You are welcome to bring items you can carry including small backpacks
- Event organizers are not responsible for any belongings that are lost, damaged, or stolen
- Please bring a reusable water bottle



## Greeters

- Interact with the public and enhance their experience
- Greet visitors, answer questions and provide general information about the teams and the event
- Hand out programs and direct visitors to where they can find more information
- Inform visitors of docent-led village tours and workshops
- Inform visitors about wait times for each house
- Are positioned at village entry points, exhibits and tents throughout village
- Work alongside Visitor Liaisons

### **Physical Requirements:**

Most greeters should be able to get around the village and interact with visitors. Some may request a position allowing stationary seating inside a tent. Some greeters lift objects but not all greeters are required to have these abilities.



## Docents

- Interact with the public and provide information about energy efficiency and solar energy technologies
- Lead simple 30-minute tours through the solar village
- Introduce yourself and your area of expertise, and present a one- or two-sentence overview of each house in the village (team talking points will be provided). Teams give all in-house tours.
- “S Docents” are provided by DOE and NREL to conduct private tours
- As part of your training at your first shift, you will be given a “training” tour by an S Docent before you begin leading your own public tours. **“Training” tours will depart at 9:30 a.m. and again at Noon on weekdays and 1:45 p.m. on weekend days. between Sept. 23 – Oct. 2**
- All docents will wear a Docent badge
- Are staged at one of the welcome tents by the sign “Tours begin here.”

### Physical Requirements:

Docents must be able to get around the village and interact with visitors.





## Runners

- Stock greeter stations with programs, sponsor materials, and supplies
- Crush and recycle boxes and materials
- Check on volunteers, especially walking-route volunteers. Refill volunteer water bottles and offer sun block.
- Drive a small electric vehicle safely
- Communicate via a two-way radio

### **Physical Requirements:**

Must be able to get around the village. Bending as well as lifting and loading of program boxes and materials are required. Runners must feel comfortable using a two-way radio/phone, box cutter, hand cart, and, if asked, driving a small electric vehicle.



## Gift Bag Stuffers

- Assist organizers with stuffing gift bags with sponsored and non-sponsored items for the student teams
- Crush and recycle boxes and materials

### **Physical Requirements:**

This position requires standing and moderate lifting and bending.  
YOU MUST BE A U.S. CITIZEN.



## Meal Assistants

- Help sponsors and caterers set up, serve and clean up
- Ensure only properly badged personnel have access to meals

### Physical Requirements:

Must be able to get around the meal area and interact with team members, organizers and sponsors. Bending and lifting is required.







## Open House Volunteers

- Monitor the entrances of student homes during open house events to enable students to visit fellow competitors' houses
- Ensure access to invited guests and those with proper badges

### **Physical Requirements:**

Volunteers are positioned at house entrances and are required to stand for most of their shift. This position may require evening work.





## Solar Education Days Mentors

- Greet middle school students from across the greater Washington, D.C., area at buses upon arrival
- Escort students to the solar village Main tent
- Lead students on a tour of the solar village and participate in interactive energy-efficiency presentations
- Escort students to lunch area
- Return students to their buses
- Receive a Solar Education Days t-shirt for this role. Your team leaders will also wear branded t-shirts for identification. Team Leaders will provide you your assignment and support throughout the day.
- Due to the large number of Mentors requiring check-in, please arrive 15 minutes prior to the start time of your shift.

### **Physical Requirements:**

- Mentors should be physically fit and able to stay on their feet and walk for an extended period. Additionally, mentors must be patient and enjoy working with young teenagers.
- 70 mentors are needed for Sept. 26 and 27 for Solar Education Days



## Special Events Volunteers

- Monitor entrances and check badges
- Assist with seating and event flow
- Take on special roles during ceremonies

### **Physical Requirements:**

Most volunteers must be able to get around the village and interact with visitors.





## Solar Experts

- Answer general questions about energy-efficiency and solar energy technologies
- Wear a badge that says "Ask me about solar"
- These volunteers should be familiar with energy-efficiency and solar energy technologies as well as the 19 teams and 10 contests of the Solar Decathlon

### **Physical Requirements:**

Experts are positioned in the center of the village and in the welcome tents. Experts are required to stand for most of their shift. Some experts may request a position where there is an option for stationary seating.



## Walking Route Volunteers

- Walking route volunteers will be located on arrival routes to guide visitors to the solar village. In addition to performing the functions of a greeter, walking route volunteers should be comfortable standing and interacting with the public.

### **Physical Requirements**

Walking route volunteers should be physically fit and able to stay on their feet for an extended period. They also should be comfortable interacting with visitors.



## **Site Operations Volunteers**

### **Site Operations Assistant and Runner**

This assistant works with the site operations staff to ensure installation of event infrastructure and the microgrid. Duties may include taking notes, running errands, lending a hand and coordinating deliveries.

### **Site Operations Water Delivery/Retrieval Assistants**

These assistants help with water delivery to and retrieval from the team houses. Tasks include announcing to the teams, helping prepare water delivery access and helping secure the water delivery hose.

There are NO lunch time shuttles operating during the days you are working to transport you to and from the Smithsonian Metro Station



## Site Operations Volunteer Physical Requirements

Site operations volunteers need to be physically fit and able to get around the village. They must be comfortable interacting with Solar Decathlon organizers and team members. These volunteers should expect lifting and bending. These volunteers must be prepared with personal protective equipment and be comfortable using a tape measure and other basic tools.





## Personal Protective Equipment Requirements

- A minimum level of personal protective equipment shall be used by all personnel on the construction site. This includes:
- Hard hat (ANSI Z89.1 or equivalent, Type I, Class G or better)
- Safety glasses with side shields (ANSI Z87.1 or equivalent)
- Shirt with sleeves at least 3 in. (7.6 cm) long
- Long pants (the bottoms of the legs shall, at a minimum, touch the top of the boots when standing)
- Safety boots (ANSI Z41 PT99 or equivalent) with ankle support.
- Additional personal protective and safety equipment shall be used if required for the task being performed. Volunteers are required to provide their own personal protective equipment.





## How do I get to work?

- **By Walking or by Bike**

- West Potomac Park is accessible by bike. Bike racks will be available onsite.

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- **By Car or by Cab**

- •Very limited parking will be available near West Potomac Park site on a first-come, first-served basis. There is no reimbursement for cab fares. Car pool where possible.

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- **By Shuttle**

- There are two shuttles services available at different times of the day. PLAN AHEAD and determine which shuttle will be running at the start and end time of your shift before you leave home.



## **Shuttle 1.**

### **Metro/Collegiate Teams, Event Staff and Volunteer Shuttle**

SMITHSONIAN METRO STATION – Southwest Corner of 12th St. and Independence Ave. SW.

Be sure to use the exit designated for 12th St & Independence Ave. The Shuttle Bus Stop is on the west side of 12th St. just south of Independence Ave. There will be event staff in this location holding a Solar Decathlon sign. The Shuttle will be running continuously during designated times from this location to the southwest end of the event site in West Potomac Park. Anticipated wait time is up to 15 minutes, please plan accordingly. Sometimes this shuttle is also serving the public exhibit visitors.

#### **SCHEDULE**

Smithsonian Metro – West Potomac Park

Sept. 14 – 16: 6:00 – 9:00 a.m. | 6:00 – 9:00 p.m.

Sept. 17 – 18: 7:15 – 9:15 a.m. | 6:00 – 9:00 p.m.

Sept. 19 – 20: 6:00 – 9:00 a.m. | 6:00 – 9:00 p.m.

Sept. 21: 11:00 a.m. – 2:00 p.m. | 4:00 – 6:00 p.m.

Sept. 22 – 23: 7:15 a.m. – 4:30 p.m. | 9:00 – 11:00 p.m.

Sept. 24: 7:15 a.m. – 7:30 p.m. | 9:00 – 11:00 p.m.

Sept. 25: 7:15 a.m. – 6:30 p.m. | 9:00 – 11:00 p.m.

Sept. 26 – 30: 7:15 a.m. – 3:30 p.m. | 9:00 – 11:00 p.m.

Oct. 1 – 2: 7:15 a.m. – 6:30 p.m. | 9:00 – 11:00 p.m.

Oct. 3 – 5: 6:00 – 9:00 a.m. | 6:00 – 9:00 p.m.





#### L'ENFANT PROMENADE (for volunteers staying at the L'Enfant Plaza Hotel)

There are two Shuttle Bus Stops on the east side of L'Enfant Promenade. One is at the Plaza near the L'Enfant Hotel. The other is near the front door of the U.S. Department of Energy Forrestal Building. These stops are unmarked and unstaffed. The Shuttle will be running continuously during designated times from these locations to the southwest end of the event site in West Potomac Park. Anticipated wait time is about 15 minutes, please plan accordingly.

#### SCHEDULE

##### L'Enfant Promenade – West Potomac Park

Sept. 22 – 23 8:30 a.m. – 4:30 p.m.

Sept. 24 – 25 8:30 a.m. – 5:30 p.m.

Sept. 26 – 30 8:30 a.m. – 3:30 p.m.

Oct. 1 – 2 8:30 a.m. – 5:30 p.m.



## **Shuttle 2.**

**By Metro/Public Shuttle** (Only use this shuttle to arrive or depart your shift between 9:30 a.m. to 3:30 p.m. on weekdays and from 9:30 a.m. to 6:30 p.m. on weekends.)

We encourage all visitors to use public transportation. A free public shuttle will transport visitors from the Smithsonian Metro Station to the event site in West Potomac Park from Sept. 23 to Oct. 2, 2011. The shuttle will circulate every 15 minutes from 9:30 a.m. to 3:30 p.m. on weekdays\* and from 9:30 a.m. to 6:30 p.m. on weekends. The shuttle will stop at:

The south side of Jefferson Drive SW, west of 12th Street SW, across from the Mall entrance/exit of the Smithsonian Metro Station

The west side of 12th St. SW, just south of Independence Avenue SW, adjacent to the 12th and Independence entrance/exit of the Smithsonian Metro Station

The east side of Ohio Drive SW at the Solar Decathlon event site in the National Mall's West Potomac Park.

\*On Sept. 23, the shuttle will circulate until 4:30 p.m. to accommodate Building Industry Day workshop attendees.



# Links for Training Purposes

**Solar Decathlon Official Web Site:**

<http://www.solardecathlon.gov/>

**Solar Decathlon Teams:**

<http://www.solardecathlon.gov/teams.html>

**The Competition:**

<http://www.solardecathlon.gov/competition.html>

**Where Are The Houses Now:**

[http://www.solardecathlon.gov/where\\_now.html](http://www.solardecathlon.gov/where_now.html)

**Frequently Asked Questions:**

<http://www.solardecathlon.gov/faqs.html>

**Tours:**

<http://www.solardecathlon.gov/tours.html>

**Solar Decathlon China:**

[http://www.solardecathlon.gov/sd\\_china.html](http://www.solardecathlon.gov/sd_china.html)



**Solar Decathlon Europe:**

[http://www.solardecathlon.gov/sd\\_europe.html](http://www.solardecathlon.gov/sd_europe.html)

**To Register as a Volunteer**

(please share with friends and family):

<http://www.solardecathlon.gov/volunteers.html>

**Training Materials (site map, FAQs, documents), team talking points for Docents will be uploaded September 8:**

[http://www.solardecathlon.gov/volunteer\\_training.html](http://www.solardecathlon.gov/volunteer_training.html)

**Volunteer Basics (check-in, forms, attire, meals, shuttle service, personal possession, storage, conduct and cancellation procedures)**

[http://www.solardecathlon.gov/volunteer\\_basics.html](http://www.solardecathlon.gov/volunteer_basics.html)

**Forms to Complete Before Your First Shift:**

[http://www.solardecathlon.gov/volunteer\\_forms.html](http://www.solardecathlon.gov/volunteer_forms.html)

**Training Session Schedule:**

[http://www.solardecathlon.gov/volunteer\\_training.html](http://www.solardecathlon.gov/volunteer_training.html)





## **Be Flexible!**

There may be some occasions where we are overstaffed or understaffed for certain roles. We may ask you to be flexible and serve in the position with the greater need.

## **We still need volunteers!**

If you have friends and colleagues interested in volunteering please send them to:

[www.solardecathlon.gov/volunteers.html](http://www.solardecathlon.gov/volunteers.html)



## Volunteer Contacts

Mary-Lyn Chambers, Volunteer Manager

Bryce Fishman, Volunteer Coordinator/Assistant

Web: <http://www.solardecathlon.gov/volunteers.html>

Phone: 202-286-1700

E-mail: [solarvolunteers@linderassociates.com](mailto:solarvolunteers@linderassociates.com)



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# THANK YOU FOR VOLUNTEERING!

